

25X1A9a Mr. [REDACTED]

Sanitized - Approved For Release :

CIA-RDP70-00211R000200200013-2

Meetings

OUTLINE FOR RECORDS MANAGEMENT STAFF MEETING for
Friday, 10 October 1958 (at 3:30)

1. United Givers Fund Campaign. ✓ (WITH ATTACHMENTS)

2. File Cleanup. ✓

3. Vacation Schedule (Nov 11 - Dec 31). Turn in your plans to Frank by Monday, 27 October 1958 ✓

25X1A9a 4. [REDACTED] to attend ANA. Title of course: "Office Management Conference". In the evening he also attends the New York Business Show. *22-23 Oct* 25X1A9a ✓

25X1A9a 5. [REDACTED] and [REDACTED] to attend NOMA, University of Maryland. ✓ *Oct 30-31*

5a 6. New Area Records Officers. *to a major on forms next program - 29-31 Oct*

25X1A9a 7. Commendation for [REDACTED] *offic.*

25X1A9a [REDACTED] and [REDACTED] 25X1A9a ✓

8. Record your destination when leave office on the card provided for such purposes, when the girls are "tied up" and cannot give you an audience as you are leaving. Thank you! ✓

9. Accumulation of records at Center to be destroyed. ✓

25X1A9a 10. Selection of [REDACTED] for O&M/DD/P Area.

25X1A9a 11. Assignments of Records Disposition personnel as result of George [REDACTED] leaving.

12. New desks, posters, pictures, etc. ✓

13. Appreciation for Office Cleanup. ✓

14. New regulations procedure for Office Supplies and Equipment. ✓

15. Research to be undertaken by GSA on commercially developed copying processes. ✓

16. Trip to Social Security Board in Baltimore, on 16 October. ✓ [REDACTED]

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✓ 1. PERSONAL

- a. Appreciation
- b. Sick Leave - 568 hours to 5 September.
- c. Annual Leave

2. PROFESSIONAL ATTITUDE

- ✓ a. Societies
- ✓ b. Company we keep.
- ✓ c. Practice what we preach-clean up desks; files-; *Process charts*
- ✓ d. Replace Furniture and Equipment
- ✓ e. Appropriate Pictures (F) Partitions (Dave)

✓ 3. PROFESSIONAL TRAINING

- a. Outside
- b. Inside
- c. Conferences

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✓ 4. MEETING OF 9/2

- a. Papers not going to Col. White - Send copy to [REDACTED] 25X1A9a
- b. Self Rating DDP Area
- c. Uneven O & M work load - no fences.
- d. OTR

✓ 5. NEW AREA RECORDS OFFICERS

✓ 6. USE OF OUR CENTRAL FILE

✓ 7. ROTATION OF ARO'S

✓ 8. NEW ORGANIZATIONAL SET UP

✓ 9. RESEARCH WITH ORR

✓ 10. OVERSEAS PROGRAM

✓ 11. *Results of Previous Surveys*

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✓ 12. *Report*